NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Tuesday 11th September 2018 at 7pm in Harpford Village Hall, Harpford

ACTION by:

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Present	
Cllrs. Burhop (Chair) Dalton, Jeffery and Zirker Clerk. 0 members of the public.	
Meeting began at 7.00pm.	
Fire Regulations Outlined Public Questions	
Clirs. Tillotson and Walker.	
Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.	
To consider Minutes of previous Finance Committee meeting 14th August 2018 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Cllr. Jeffery. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Play equipment repairs at Back Lane. Flood mitigation works around parish as previously approved. Handyman to assess concrete blocks at Pavilion E. elevation.	
Business to be considered:	
a) To consider quotations for Cemetery wall structural survey: Only two quotes had been received by the date of this meeting. Chair deferred the matter to Full Council meeting on 24/9 and asked Clerk to chase up remaining quotes. Clerk: Please note and action accordingly. Please add to ORD agenda for 24/9/18.	Clerk
b) To consider provision of noticeboard at St. Luke's Cemetery: Further to the minutes of the previous Fin.Comm. meeting in August, Clerk had been directed to obtain equivalent quotations from suppliers for a noticeboard made in Iroko hardwood. These were considered by committee. After due consideration, it was proposed by Chair, seconded by Cllr. Jeffery, that Council purchase a single panel (9 x A4 portrait) Noticeboard in Iroko H/wood for the sum of £794 from Supplier C but also to delegate to Clerk the addition of a suitable engraved header bar with the words "St. Luke's Cemetery" thereon on the proviso that said addition did not take overall price of noticeboard above £894. Resolved unanimously. Clerk: Please note and action accordingly. Contact supplier C to seek additional costs as directed above.	Clerk
	Clirs. Burhop (Chair) Dalton, Jeffery and Zirker Clerk. 0 members of the public. Meeting began at 7.00pm. Fire Regulations Outlined Public Questions No public questions or representations. Apologies for absence: Clirs. Tillotson and Walker. Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. To consider Minutes of previous Finance Committee meeting 14th August 2018 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Clir. Jeffery. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Play equipment repairs at Back Lane. Flood mitigation works around parish as previously approved. Handyman to assess concrete blocks at Pavilion E. elevation. Business to be considered: a) To consider quotations for Cemetery wall structural survey: Only two quotes had been received by the date of this meeting. Chair deferred the matter to Full Council meeting on 24/9 and asked Clerk to chase up remaining quotes. Clerk: Please note and action accordingly. Please add to ORD agenda for 24/9/18. b) To consider provision of noticeboard at St. Luke's Cemetery: Further to the minutes of the previous Fin.Comm. meeting in August, Clerk had been directed to obtain equivalent quotations from suppliers for a noticeboard made in Iroko hardwood. These were considered by committee. After due consideration, it was proposed by Chair, seconded by Clir. Jeffery, that Council purchase a single panel (9 x A4 portrait) Noticeboard in Iroko H/wood for the sum of £794 from Supplier C but also to delegate to Clerk the addition of a suitable engraved header bar with the words "St. Luke's Cemetery" thereon on the proviso that said addition did not take overall price of noticeboard above £894. Resolved unanimously. Clerk: Please note and action accordingly. Contact

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FC18/45c	c) To consider parish tree matters: Clerk had been in communication with Woodland Trust as directed who had offered some financial assistance towards small scale planting but were unable to assist with specific tree management / safety enquiries, suggesting instead that Council engage the services of a registered tree surgeon. Committee considered planting at the play area for shade and screening purposes and also on Webbers Meadow to replace the trees which had died back, although removal of those was considered unnecessary unless they posed a risk to the public and were demonstrably unsafe / unsound. It was further suggested that Clerk contact local RSPB representative regarding the ecology / conservation aspects of the woodland at Webbers Meadow and also Devon Wildlife Trust to gather more information. Furthermore, Clerk was asked to contact primary school to see if students would be willing to take part in community tree planting exercise in late Nov. / early Dec. (National Tree Week).	
	Clerk: please note and action accordingly.	Clerk
FC18/45d	d) To consider grant award application publicity prior to previously agreed deadline of 31st October 2018: After discussion, Chair volunteered to prepare and circulate a draft promotional publicity release to all FC members for approval and subsequent publication. Media considered: Parish Magazine, website, noticeboards, Facebook page etc.	
	Chair: Please action as above.	Chair
FC18/45e		Oriali
	e) To consider interim expenditure at School Lane WC: i) & ii) Clerk was still waiting for quotations for the electrical reinstatement and additional lighting / access control as previously resolved. Clerk to chase and add to September agenda for full council consideration. Another contractor was suggested and Clerk provided with details. Clerk: Please chase suppliers and add to ORD agenda. iii) Further quotations were sought for the CCTV interim installation. These are to be considered at the next ORD meeting of Council to minimise delay to the project. Clerk: Please chase suppliers and add to ORD agenda.	Clerk
FC18/45f	f) To consider preliminary arrangements for November Parish Bonfire / Firework event:	
	Chair outlined arrangements made to date. Proposal put forward that Newton Poppleford Primary School Parents and Teachers Association be given exclusivity on sales of soft drinks and food sales as a fundraising exercise, in exchange for providing NPHPC with marshalling cover and acting as ticket vendor. Committee also discussed bar sales and licensing and the possibility of offering that concession elsewhere. Clir. Dalton declared a personal interest as a trustee of Harpford Hall. Chair proposed that the existing Community Event Reserves (£2143) be used to fund the Bonfire event with ticket sales replenishing the reserve fund as previously. Seconded by Clir. Zirker. Resolved unanimously. Clerk: Please note and liaise with Chair in terms of supplier payments, admin. etc.	Clerk

FC10/4Fa	a) To consider expanditure of C1EO to DCC to replace	
FC18/45g	g) To consider expenditure of £150 to DCC to replace	
	the VAS mounting pole in the High Street:	
	Two alternative locations were shortlisted after members	
	of committee felt that any replacement at the same	
	location o/s Pride Hair Salon could be hit again and thus	
	result in further expenditure. Clerk was directed to submit	
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	the two locations* to DCC Highways for their consideration	
	and approval and seek re-quotation based on their	
	response. Matter was deferred until next meeting to allow	
	time for DCC to respond. VAS brackets have been placed	
	in storage pending outcome.	
	* On street light standard o/s Garden View, north of A3052	
	& on new pole in pavement east of junction to King Alfred	
	Way, south of A3052.	
	Clerk: Please note and action accordingly	Clerk
FC18/45h	h) To consider preliminary risk assessments for 18/19:	CIOIK
1 0 10/4011	In order to allow members to consider the document	
	further, this matter was deferred until the next Fin.Comm.	
	meeting by unanimous agreement.	01 1
50 (5) (5)	Clerk: Please add to agenda accordingly.	Clerk
FC18/45i	i)To consider Emergency Planning arrangements:	
	This matter was deferred to the next Finance Committee	
	meeting by unanimous agreement to allow members to	
	consider the revised draft provided by Cllr. Jeffery.	
	Chair asked all members to review the document and	
	bring their suggested additions and revisions to the next	
	Fin.Comm. meeting.	
	Clerk: please note & add to agenda accordingly.	Clerk
FC18/46	Matters considered as urgent by presiding Chairman.	CIOIK
1 0 10/40	i) EDDC advised that progress with the proposed WC lease was	
	stalled until Council approved the wording of the Heads of Terms	
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	document. The Committee felt that the omission of any wording in	
	relation to reimbursement to the Parish Council in respect of capital	
	expenditure prior to any break in the lease would put Council in a	
	weak negotiating position and might result in a significant loss to	
	Council and local residents and, therefore, additional wording was	
	proposed by Chair, seconded by Cllr. Zirker, to allow for	
	reimbursement (pro-rata) in the event of any such break in the lease	
	at the behest of the landlord. This wording was to be submitted to	
	EDDC for inclusion in a revised draft; EDDC's decision to include, or	
	not, in the document to be considered and approved by Full Council	
	at next Ordinary meeting. Resolved unanimously.	
	Clerk: Please submit revisions to EDDC and seek their response.	Clerk
	Add to ORD agenda for September for Full Council approval.	3101K
	Cllr. Jeffery left the meeting at this point and quorum was maintained.	
	ii) Chair outlined changes to the HMRC VAT reporting policy	
	whereby digital submission and integration into a digital accounting	
	system was to become mandatory. There appeared to be conflicting	
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	opinions on whether small users, such as the Council (currently	
	using the VAT126 system for local authorities) and the NPPFF (low	
	turnover below VAT threshold) would be affected.	
	Clerk was directed to make enquiries of NALC / SLCC and Charity	
	Commission to seek clarification. Update at next FC meeting.	
	Clerk: Please note and action accordingly.	Clerk
	iii) Committee considered a proposal from Woodbury for a joint	
	Communities Together venture relating to shared ownership of	
	pressure washing equipment for multi-parish use. After	
	consideration, the agreed view was that NPHPC would not wish to	
	participate. Clerk: Please convey decision to Woodbury PC.	Clerk
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	iv) Chair asked Clerk to upload the latest Parish Council Budget Monitor (upto end Q2) onto the Parish Council website.	
	Clerk: Please note and action accordingly.	Clerk
FC18/41	Date and time of next Finance Committee meeting; 16 th October 2018 – Harpford Hall – 7.00pm Clerk: please arrange meeting booking and agenda.	Clerk
	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.30pm.	

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Signed as a true record of the meeting above:

Chairman:	 Date:	
Chairman.	 Date	